DCIPS Performance Evaluation

Administrative Reconsideration Guidance

October 2011

NICCP
NATIONAL INTELLIGENCE
CIVILIAN COMPENSATION PROGRAM

DCIPS
DEFENSE CIVILIAN INTELLIGENCE
PERSONNEL SYSTEM

Guidance Purpose

This brief provides guidance pertaining to the performance evaluation administrative reconsideration process and the related activities completed by:

- Army, Command and Organizational PM PRA
- Reviewing/Rating Officials
- Employees

A technical guide and sample templates supplements this information

This guidance is only a supplement to AP-V 2011 and Performance Management Handbook and relevant policies published by the Army.

Administrative Reconsideration Process

- The administrative reconsideration process is the exclusive process by which DCIPS employees may challenge their Evaluation of Record

- The administrative reconsideration process may not be used to challenge a midpoint review, an interim assignment report of performance, or individual ratings for objectives or elements

Administrative Reconsideration Guidance

Informal Administrative Reconsideration

- Optional

Formal Administrative Reconsideration

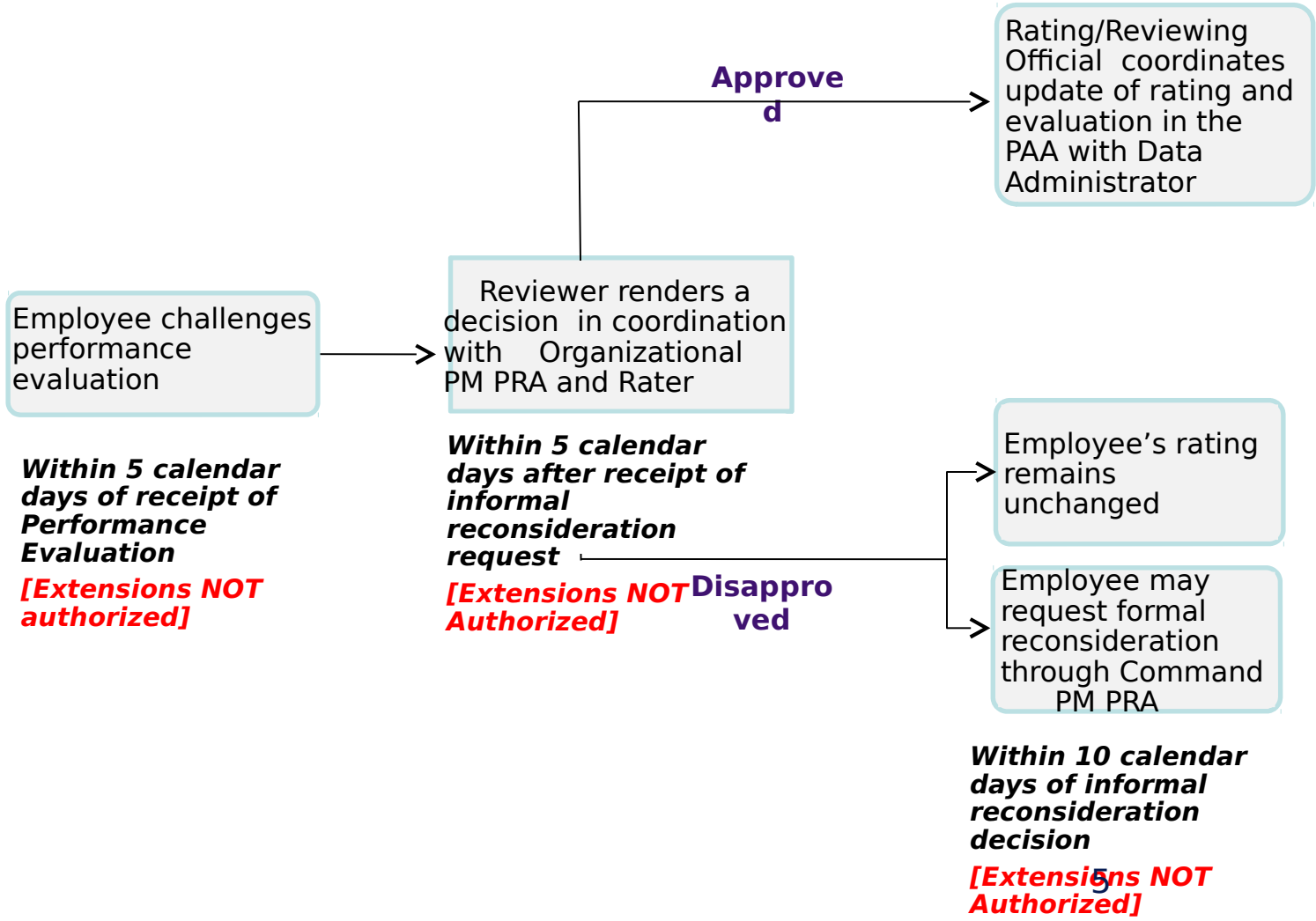
- Avenues of Redress
  - Command PM PRA
  - Army PM PRA
- All timelines are in calendar days and must be enforced accordingly
- Organizations should establish a tracking mechanism to ensure compliance with policy

Notes:

1) EEO complaints shall be processed using standard EEO complaint process

2) Whistle blower reprisals shall be addressed via the DoD Administrative Grievance System or Army Inspector General process

Informal Reconsideration Process


Rating/Reviewing Official coordinates update of rating and evaluation in the PAA with Data Administrator
Approved
Employee challenges performance evaluation
Reviewer renders a decision in coordination with Organizational PM PRA and Rater
Within 5 calendar days of receipt of Performance Evaluation
[Extensions NOT authorized]
Within 5 calendar days after receipt of informal reconsideration request
[Extensions NOT Authorized]
Disapproved
Employee's rating remains unchanged
Employee may request formal reconsideration through Command PM PRA
Within 10 calendar days of informal reconsideration decision
[Extensions NOT Authorized]

Formal Reconsideration Process – Command PM PRA

Informal reconsideration request denied

Or

Upon employee's initial receipt of the Performance Evaluation

Employee submits written request to Command PM PRA with copy to:

- Rating Official
- Reviewing Officials
- Organizational PM PRA
- Servicing CPAC Advisor

Within 10 calendar days of receipt of Performance Evaluation

Command PM PRA reviews reconsideration

Within 15 calendar days of receipt of request

May extend deadline another 15 calendar days if necessary

Requests for reconsideration may be rejected for noncompliance with requirements and/or timelines

Employee can request opportunity to personally address the Command PM PRA

Command PM PRA confers with Rating/Reviewing Official and Organizational PM PRA during formal process and renders written decision

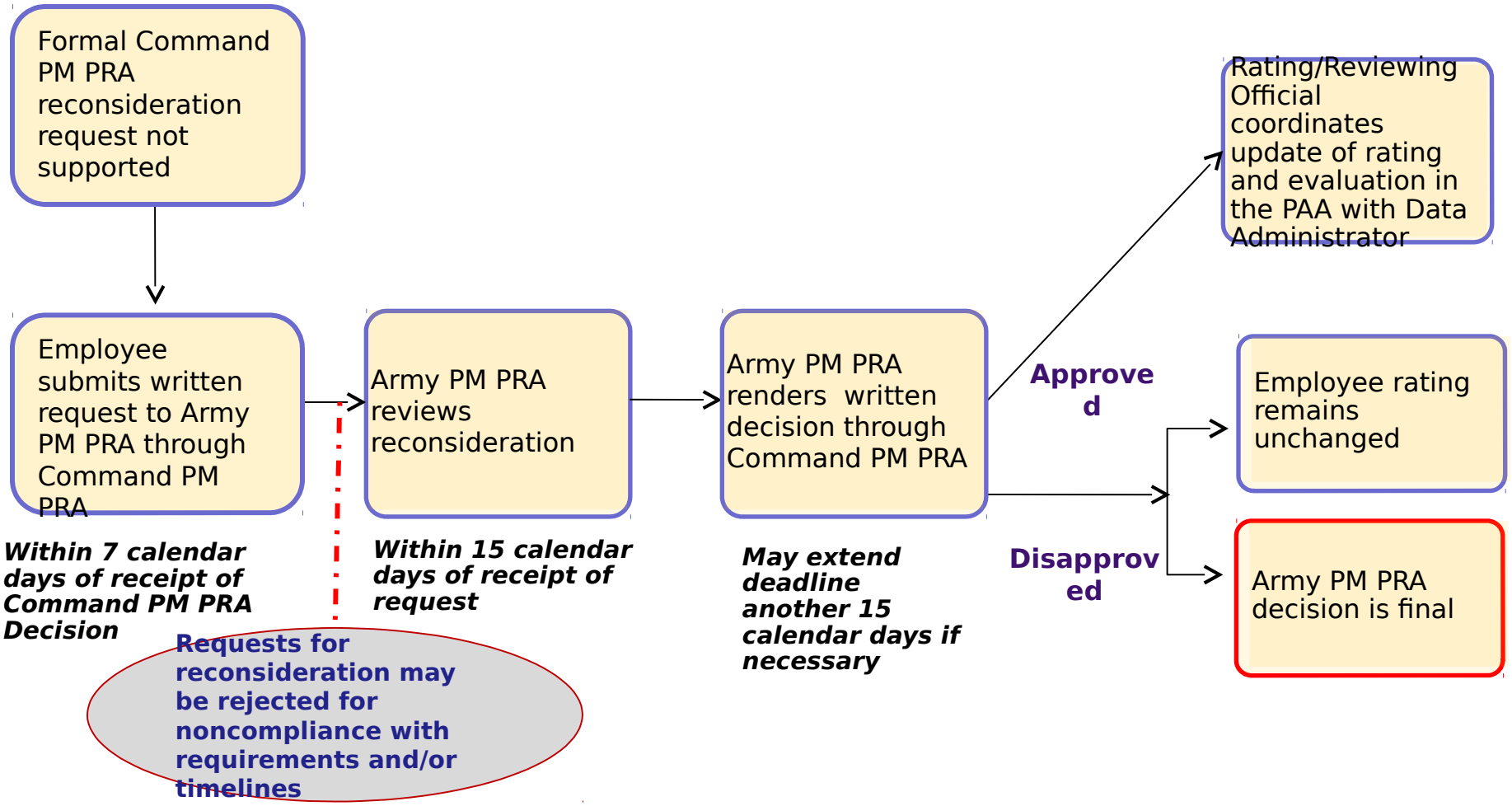
Approved

Rating/Reviewing Official coordinates update of rating and evaluation in the PAA with Data Administrator

Disapproved

Employee may request formal reconsideration from Army PM PRA

Formal Reconsideration Process – Army PM PRA


Formal Command PM PRA reconsideration request not supported
Employee submits written request to Army PM PRA through Command PM PRA
Within 7 calendar days of receipt of Command PM PRA Decision
Army PM PRA reviews reconsideration
Within 15 calendar days of receipt of request
Army PM PRA renders written decision through Command PM PRA
May extend deadline another 15 calendar days if necessary
Approved
Rating/Reviewing Official coordinates update of rating and evaluation in the PAA with Data Administrator
Employee rating remains unchanged
Disapproved
Army PM PRA decision is final
Requests for reconsideration may be rejected for noncompliance with requirements and/or timelines

References

- DoDI 1400.25-V2011, Performance Management, August 14, 2009 (incorporating change 1, January 15, 2010)
- DoDI 1400.25-V771, Administrative Grievance System, December 1996
- AP-V 2011, Performance Management, July 2011